

Present Maureen Sly Havey
 Joan Cardiff
 Bill Skinner
 Lynn Grinstead
 David Mitchell
 Karen DeLuca, Chief Librarian

1. Chair Maureen Sly Havey called the meeting to order at 6:55 pm

2. Agenda

Board Meeting Policy to be itemized under New Business

Motion 2016-45 Moved by Joan Cardiff, seconded by Lynn Grinstead that the agenda be approved as amended – carried.

3. Minutes

Question from Trustee David Mitchell regarding item 4.1.2 in the November Minutes and the uncertainty of fine revenues for 2017 when email notification of coming due items goes into effect in the first quarter of the year. The CEO indicates email additions to patron profiles have been well received during the past 11 months.

Motion 2016-46 Moved by Lynn Grinstead, seconded by Joan Cardiff that the minutes of the November 16th meeting be approved as circulated – carried.

4. Librarian's Reports

4.1. Financial Update – remainder of the McNab/Braeside Grant has been received; Lanark Highlands Grant will be direct-deposited by the end of 2016. Adult Programming revenue is skewed by ticket sales for the NYE fundraising Gala.

4.2. Budget Update – The Board chair and CEO delivered 2016 highlights and the 2017 Budget to Arnprior Council on December 6. Council will review the library's grant request in February.

4.3. Administration / Programming – Children's programming has ended for the year; adult programming numbers reached an all time high in 2016 due to regular Film Club screenings. The CEO and Children's Librarian will be registering for the Ontario Library Association Super Conference in early January. The CEO will be presenting a session at the conference – a panel discussion "The Little Library that Could" – with the CEOs from Renfrew Public and Mississippi Mills Public Library.

4.4. Statistics – circulation is on track to increase 13% over the previous year, this despite a drop in visits to the library, due primarily to disruption of service during road reconstruction May – September. 6% of this noted increase comes from the inclusion of eResources statistics; 7% of the increase is from books, DVDs and periodicals. Acquisitions in adult non-fiction has decreased significantly in 2016 – due primarily to the major purchase of books for non-fiction collection with 2015 Development Charges monies.

5. Old Business

5.1. Lease Agreement – the CEO has not yet met with the Archives re: draft lease agreement from the Town. The Archives' Board of Management is currently reviewing the document.

5.2. New Year's Eve Gala – Ticket sales for the December 31st event have exceeded 110. All aspects of the event have been finalized (band, catering, décor, bar staff, photography and volunteers.) Merchants have been generous in their donation of door prizes. Each will be receiving a letter of thanks in addition to a news release for the Arnprior Chronicle.

Commercial fireworks offered by the Fire Department will not take place as the letter requesting Noise By-Law exemption did not come to Town Council; additionally, no one was found to set off the fireworks.

Proceeds from the Gala anticipated to be approximately \$1500 and used for 2017 cultural programming

6. New Business

6.1 Board Meeting Policy – The updated policy was reviewed with discussion on the key issue of attendance (Item 4, Section 2 of the circulated policy). It was deemed consistent to have members expect to participate in at least 80% of board meetings during the calendar year and this provision precede items a) and b) regarding missing three consecutive meetings.

It was also noted that the Board's agenda should follow policy.

The CEO will circulate an updated document for approval at the January 2017 meeting.

7. Correspondence / Media

7.1 The letter of resignation from Trustee Fran Pauze was accepted. The Clerk of the Town of Arnprior has indicated town will advertise for the vacancy in early January. Likewise, the Township of McNab/Braeside will follow up with another advertisement within a few weeks following no response to their ad placed in the newspaper in late November. The Library will be able to promote these advertisements via our website and social media contacts as soon as the Town and Township post the vacancies.

7.2 Letter from the Federation of Ontario Public Libraries requesting Arnprior become a member. The annual membership fee is \$100. FOPL is an advocacy group and an important voice at the funding level, particularly as the province begins a review of library funding.

Motion 2016-47 Moved by Joan Cardiff, seconded by Lynn Grinstead that the library join FOPL – carried.

8. Adjournment

Motion 2016-48 Moved by Lynn Grinstead, seconded by David Mitchell that the regular meeting of December 21, 2016 be adjourned at 7:50 pm – carried.